



**GOVERNMENT OF ASSAM**  
**OFFICE OF THE DEPUTY COMMISSIONER::NALBARI**  
**(MAGISTRACY BRANCH)**  
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No. NM.1/2019/PT/86-88

Date:15/06/2020

**NOTICE INVITING TENDER**

Consequent upon the cancellation of the earlier notice inviting tender vide No. NM-15/2019/88-90 Dtd.17/03/2020 , Sealed Quotation affixing Court fee stamp of Rs. 8.25/- (Rupees eight and twenty five paise) only are hereby invited from all the intending registered supplier/vendor/firm/individual for supply of vehicles on hiring basis in connection with setting up of (two (02) new Appellate Foreigner's Tribunals namely FT Mukalmua -271 FT & FT Mukalmua-272 under Nalbari district as per following terms & conditions in addition to those placed at Annexure-A. The Addl. Deputy Commissioner, Nalbari (Magistracy) will receive the quotation on behalf of the undersigned during office-hours from **15/06/2020** to **20/06/2020** and shall be opened on **20/06/2020** at **01.10 PM** in presence of intending quotationers or their authorized representative. The undersigned reserves the right to reject any or all of the quotations without showing any reasons thereof.

| Sl No. | Description   | Quantity ( in units) |
|--------|---|----------------------|
| 1      | Compact Sedan Cars with AC ( Tata Indigo / Maruti Swift Dzire / Hyundai Xcent / Honda Amaze or equivalent - only for commercial purpose ) | 2 nos.               |

**TERMS & CONDITIONS :**

- i) The vehicles to be deployed should not be more than two years old (model January, 2018 to onwards) and should not have run more than 30,000 KM. It shall have clean seat covers /upholstery , good look and should be in perfect running condition fulfilling the latest emission norms prescribed by the Transport Authority of Assam . It may be noted that the monthly lump sum amount to be paid to the vendor includes all costs involved such as cost of petrol /driver salary / maintenance charges /incidental charges , etc. round the clock services , the Saturdays , Sundays and holidays of the month., i.e., taking into consideration of the whole month on requirement basis as & when required.
- ii) Taxi playing on Petrol fuel and diesel will be acceptable.
- iii) A report from the Motor Vehicle Inspector should be provided about the status and condition of the vehicle which will be provided.
- iv) The vehicle should be registered with the Transport Authority along with all valid documents such as valid insurance , road tax payment , RC etc. ( Copy of RC issued by Transport Authority to be enclosed in the Bid).
- v) The bidder would be solely responsible to ensure that vehicle deployed fulfil all essential and legal conditions stipulated by the Transport Authority and other agencies for such deployment and this Office or its officials does not undertake any responsibility for any breach of such legal conditions. The driver should possess valid commercial driving license issued by appropriate authority and should be well-mannered /disciplined/uniform and adequately educated.
- vi) The Contractor shall has to ensure that vehicles deployed are comprehensively insured and claim , if any, shall be directly entertained by the Contractor from the Insurance Company . Employer shall not be responsible for any damage to the vehicle in case of an accident or otherwise, theft of vehicles/parts and accessories therein. Similarly, the Employer shall not be responsible for any third party claims. The Employer will also not be responsible for any challan and violation of the Traffic Rules by the driver concerned.
- vii) Goods and Services Tax ( GST) , Toll Tax and Parking Charges will be paid extra as per actuals but the contractor shall have to produce proof of payment of such taxes and charges.
- viii) Payment of monthly bill shall be made within sixty days of the presentation of the bill after submission of monthly log book in original along with pre-receipted bill in duplicate.
- ix) The calculation of mileage shall be from the reporting to the office/official concerned and up to release point from the office/official concerned and will not be calculated on garage to garage basis.


- x) The Contractor shall ensure that the odometer of car supplied is properly sealed so that no tempering is done with a view to inflate distance travelled.
- xi) The authorized/ dealing officer of the Employer may get the odometer of the supplied car checked from any workshop and cost thereof will be borne by the Contractor.
- xii) In case of any breakdown/non attending duty by the driver within the time, the Contractor shall make arrangement for providing alternative taxi/vehicle. In such a case mileage from garage to the point of breakdown would not be paid.
- xiii) The driver should be well conversant with all traffic signals, roads and routes of the concerned place of deployment.
- xiv) The driver should always remain with the vehicle during the entire period of duty. In case of any urgency, the driver may seek permission of the concerned Officer.
- xv) The contractor shall provide the names and address of the drivers and police verification reports along with copy of driving license.
- xvi) Log Book (separate for each month) in the format prescribed by the Employer should be maintained by the Contractor. It would be the responsibility of the driver to get each entry signed from the reporting officer or any other officer authorized by him. This Log Book, in original, must be deposited with the Office while submitting the monthly bill or as and when directed by the authorities.
- xvii) Once a particular driver has been attached with a particular vehicle normally Contractor should not change the driver in a casual manner unless and until directed to do so by the Employer.
- xviii) If the vehicle is out of order or if the condition of vehicle is found to be unsatisfactory, Contractor shall provide a Substitute vehicle immediately. In case, vehicle does not report on time or does not report at all, the Employer would have a right to hire a vehicle from the market and cost incurred by the Employer for the same will be deducted from the bills or any other payment payable to the Contractor.
- xix) The Contractor should always keep necessary tools kit and valid "pollution under control Certificate" with the vehicles at all times.
- xx) The Contractor should have an adequate number of telephones (landline and mobile) for contact round the clock. The driver shall observe all etiquette and protocol while performing the duty and shall wear neat uniform and must carry mobile phone in working condition, for which, no separate payment shall be made by this office.
- xxi) Every driver shall have to report for duty compulsorily in similar uniform which should be provided by the service provider borne at their cost.
- xxii) Kilometer start and end will be from reporting place to drop off point. No claim for dead mileage will be admitted by the Employer.

sd/-  
**(B. B. Dev Choudhury, ACS)**  
 Deputy Commissioner  
 Nalbari  
 Date: 15/06/2020

Memo No. NM.1/2019/PT/86-88

Copy to :

- 1) The Principal Secretary to the Govt. of Assam, Home & Political(B) Department, Dispur for kind information.
- 2) The D & IPRO, Nalbari for wide publicity.
- 3) The DIO, NIC, Nalbari for information. He is requested to upload the Quotation Notice in the website.
- 4) The Nazarat Officer, Nalbari.
- 5) Notice Board, DC's Office, Nalbari

  
**(B. B. Dev Choudhury, ACS)**  
 Deputy Commissioner  
 Nalbari

TERMS AND CONDITIONS

**(SUBMISSION OF BID FOR HIRING OF VEHICLES FOR THE APPELLATE FOREIGNER'S TRIBUNALS NAMELY MUKALMUA FT-271 & MUKALMUA FT-272)**

1. Unsealed /unsigned Tender Document shall not be considered for evaluation. Quotation without earnest money deposit shall be summarily rejected. The intending tenderers shall have to deposit the earnest money deposit afresh.
2. Late/delayed tenders due to any reason, whatsoever will not be accepted or considered at all under any circumstances.
3. The rate should be mentioned in figures as well as in words inclusive of taxes and levies in the financial bid document. The taxes and other levies, if any, should be indicated separately.
4. The BID shall be accompanied with:
  - a) Affixing Court fee amounting to Rs. 8.25 (Rupees Eight and twenty five paise) only.
  - b) PAN/TAN details.
  - c) Voter ID.
  - d) Bank details of the party (with a cancelled cheque).
  - e) The quoted rate should be submitted inclusive of all taxes.
  - f) The security deposit may be paid for Rs.5,000/- (Rupees Five thousand) only in the form of Bank Draft of the Nationalized Scheduled Bank payable at SBI, Nalbari Branch in favour of the Deputy Commissioner ,Nalbari .
  - g) The Copies of Registration Certificate of the vehicles.
5. Successful bidders will have to execute the agreement with this office.
6. The period of contract will be reduced or extended at the discretion of the authority.
7. The Bid security of the agencies /firms shall be kept till the expiry of the period and if anyone refuses to execute the agreement or not able to deliver the items in due time their security deposit will be forfeited.
8. The bid security will be returned to unsuccessful applicant within 30 (thirty) days from the date of finalization of the list.
9. Under no circumstances, the quoted rate should not exceed the rate fixed by Transport Department, Govt. of Assam.
10. No advance payment shall be made.
11. The bidder will submit the bill in duplicate duly countersigned by responsible officer for making payment.
12. The payment will be made after receipt of sufficient fund from the Govt.
13. The undersigned is not bound to accept the lowest rate.
14. The Authority reserves the right to accept or reject any quotation without assigning any reasons thereof.
15. The successful bidder will have to repair/change vehicle immediately as and when complaint received.